

BID BOARD NOTICE

PROCUREMENT

ID NUMBER: PHPA-S1942
MDM0031021085

ISSUE DATE: June 4, 2015

TITLE: Online training on Legionnaires' disease, *Legionella* bacteria in water systems and prevention strategies

DUE DATE: Thursday, June 11, 2015 / 1:00 P.M.

PLEASE READ THE ENTIRE SOLICITATION BEFORE SUBMITTING YOUR BID

THIS SOLICITATION SHALL BE MADE IN ACCORDANCE WITH THE SMALL PROCUREMENT REGULATIONS DESCRIBED IN COMAR 21.05.07

This solicitation has been designated as a Small Business Reserve (SBR); only registered SBRs may respond. Please apply at <https://emaryland.buyspeed.com/bso> to begin the process, and then follow the prompts to see if your business qualifies. For assistance in the SBR registration process, please call 410-767-1492. If you qualify, please put your SBR number on the Bid Form.

Fully Loaded Rate to include all services described in the Description of Service and all expenses are not to exceed \$9,500.

PROCUREMENT METHOD

Small Procurement – Invitation for bid

BACKGROUND

The Maryland Department of Health and Mental Hygiene's (DHMH) Infectious Disease Epidemiology and Outbreak Response Bureau (IDEORB), in accordance with the specifications of the Epidemiology and Laboratory Capacity (ELC) Grant, is improving the state and local health departments' ability to prevent, investigate, and control waterborne illnesses and outbreaks. Despite advances in water management and sanitation, waterborne illnesses and outbreaks continue to occur in the United States and in Maryland, including those caused by *Legionella*.

DHMH receives reports of over 100 cases of Legionnaires Disease annually. Some cases are associated with facilities, such as nursing homes or hotels, and require an extensive epidemiologic and environmental investigation.

Education for state and local health department staff in the basics of how *Legionella* proliferate in water systems, the transmission of Legionnaires Disease, and how to reduce the risk of facility associated illness is needed to increase DHMH's ability to prevent and control this waterborne disease.

SCOPE OF WORK

The IDEORB seeks the services of a vendor/contractor to provide training on Legionnaires' disease, *Legionella* bacteria in water systems and prevention strategies. Public health professionals from Maryland state and local health departments will participate.

DESCRIPTION OF SERVICE

The vendor/contractor shall provide the following services:

- Online access to a basic course on Legionnaires' disease, *Legionella* bacteria in water systems and prevention strategies for at least 55 members of DHMH, and individuals must be able to access course at any time, for a period of 1 year
- Online access to additional *Legionella* training materials for up to 100 members of DHMH, including webinars and training videos, and individuals must be able to access materials at any time, for a period of 1 year
- 50 copies of a guide/book on *Legionella* control in healthcare settings

MANDATORY REQUIREMENT

The vendor/contractor shall meet the following requirement:

1. Experience in providing *Legionella* training.

CONTRACT TERM

The term of this contract shall be from June 15, 2015 to July 31, 2015.

BILLING

The Contractor will invoice the Department for all services by July 31, 2015.

AWARD

This is a multi-step bid. Vendors must first meet all of the mandatory requirements; afterwards, an award will be made on the basis of the lowest bid and the highest number of years of experience providing *Legionella* training. Bids will not be considered by vendors who do not meet all of the mandatory requirements. The total cost of the resulting contract will not exceed \$9,500.

TIE-BIDS

If bids are received from responsive and responsible bidders that are identical in prices, terms and conditions and which meet all requirements set forth in the Invitation of Bids, an award will be made in accordance with State Regulations 21.05.02.14B. If a tie still exists, the bidder with the most experience shall be used to determine the successful bidder.

BID SUBMISSION INFORMATION

Interested parties should submit a completed Bid Form (page 4). The Bid Form must include ALL final costs for completing the project and the number of years of experience providing *Legionella* training.

Interested parties should also submit additional information (not exceeding 3 pages in length) including a timeline of expected deliverables, a detailed budget of expenses including consultant fees, and documentation of the "Mandatory Requirement" (page 2).

Both the Bid Form and additional documentation should be placed into a single SEALED submission envelope with the Procurement Officer information and the Procurement ID number clearly marked on the outside of the envelope. Bidders cannot submit multiple responses; only one Bid Form and one set of "Mandatory Requirement" documentation is permitted per envelope.

Bidders who hand-deliver bids are requested to please ask the building's security desk for a visiting pass and go to the third (3rd) floor, room 306 and ask for Michele Ferges. *NOTE: When dropping off the bid, please obtain a receipt indicating your bid was received.

Bidders that have a courier deliver bids are requested to please ask the building's security desk to telephone the PROCUREMENT OFFICER (Michele Ferges, 410-767-5039). *NOTE: When dropping off the bid, please obtain a receipt indicating your bid was received.

Bids can be dropped off during the hours of 8:00 a.m. – 3:30 p.m. Monday through Friday except State Holidays.

Bidders who mail bids should allow sufficient mail transit time to ensure timely receipt by the PROCUREMENT OFFICER. Bids arriving after the closing hour and date noted above will not be considered. For any response that is not hand-delivered, the offers must confirm, at least 60 minutes before the deadline, that the bids were received in PHPA Procurement. **PHPA is not responsible for bids dropped off in the mailroom.** Questions regarding this solicitation should be directed (**By e-mail only**, no phone calls will be accepted) to the PROCUREMENT OFFICER.

NO FAX OR EMAIL PROPOSALS WILL BE ACCEPTED.

SUBMISSION DEADLINE

Bids must be mailed or hand-delivered and must be received by the **Procurement Officer NO LATER than 1:00 p.m. on June 11, 2015** in order to be considered.

PROCUREMENT OFFICER:

Michele Ferges
Center for Administrative Services
Prevention and Health Promotion Administration
Department of Health and Mental Hygiene
201 W. Preston St. Room 306
Baltimore, MD 21201
Fax: 410-333-5995
E-Mail: michele.ferges@maryland.gov

ISSUING OFFICE:

Brian Bachaus
Infectious Disease Epidemiology and Outbreak Response Bureau (IDEORB)
Prevention and Health Promotion Administration
Department of Health and Mental Hygiene
201 W. Preston St. 3rd Floor
Baltimore, MD 21201
E-mail: brian.bachaus@maryland.gov

MINORITY BUSINESS ENTERPRISES ARE STRONGLY ENCOURAGED TO RESPOND TO THIS SOLICITATION

BID FORM

PROCUREMENT

ID NUMBER: PHPA-S1942

MDM0031021085

TITLE: Online training on Legionnaires' disease, *Legionella* bacteria in water systems and prevention strategies

Vendor Name: _____
Vendor Address: _____
Contact Name: _____
Telephone Number: _____
FEIN Number: _____
E-mail: _____
SBR number: _____

TOTAL COST MUST NOT EXCEED \$9,500.00

TOTAL BID PRICE:

\$ _____

Number of years of
experience providing
Legionella training. _____

Vendor Signature:

Signature

Date

Vendor signature and date certifies that bid submissions are correct and that vendor agrees to perform all services stated herein

***Enclosure - Timeline of expected deliverables, detailed budget of expenses including consultant fees, and documentation of the mandatory requirement**

BIDS ARE DUE TO THE PROCUREMENT OFFICER NO LATER THAN 1:00 P.M. ON JUNE 11, 2015.

Important: Do not alter this page. Failure to fill out this page completely or altering the Bid Page in any way may render your bid non-responsive. Should you have any questions regarding this Bid Page, contact the Procurement Officer.